

# ... Some New Angles to reduce your files.

retire  
inactive  
records

eliminate  
duplicate  
files

return  
unneeded  
references

remove  
unclassified  
items from  
safe

destroy  
obsolete  
non-record  
materials

review  
distribution  
lists

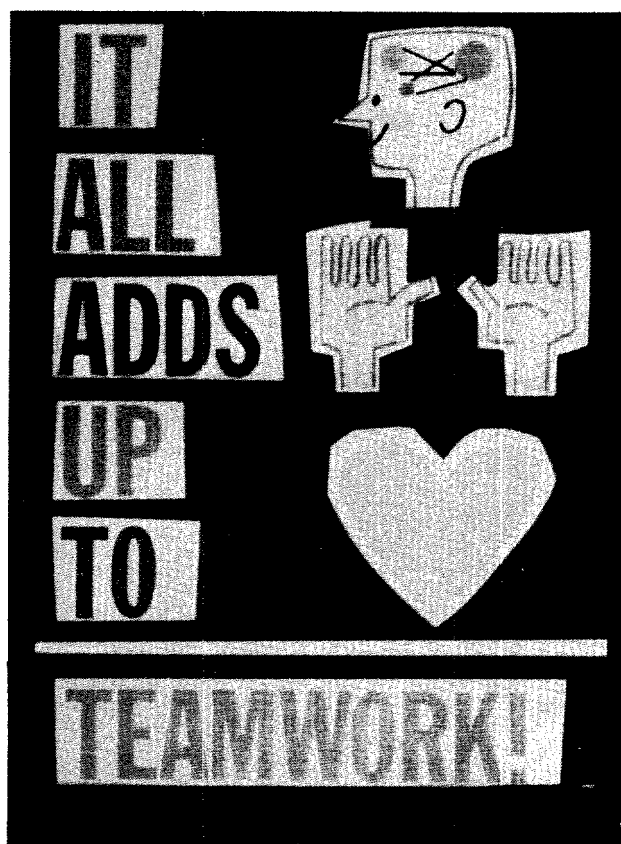
curb  
carbon  
copies

*Consult*

## Your Records Officer

# OPERATION

# CLEANUP



- ✓ CHECK Records Control Schedules
- ✓ GET rid of old records
- ✓ TRANSFER to the Records Center
- ✓ DESTROY unnecessary files
- ✓ ELIMINATE duplicate copies
- ✓ REVIEW remaining files
- ✓ BREAK the files
- ✓ GET OFF mailing lists
- ✓ DON'T FILE unneeded papers

**REVIEW ALL EXISTING RECORDS**

**INSPECT ALL INACTIVE SECURE  
AND VAULTED STORAGE**

**INSPECT STORAGE EQUIPMENT,  
FURNITURE AND OFFICE SUPPLIES**

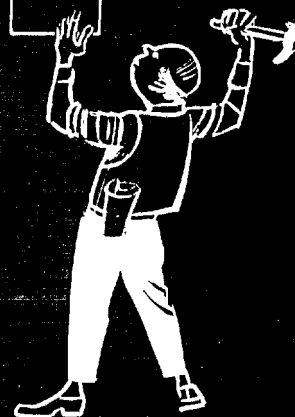
**HOLD REQUESTS FOR STORAGE EQUIPMENT**

**TURN IN ALL EXCESS EQUIPMENT**

**OPERATION  
CLEANUP '67**

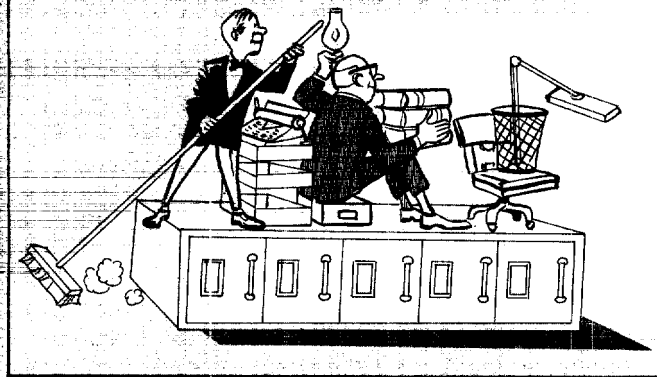


# SUCCESS GUIDES



OPERATION  
CLEANUP '67

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**⑥ turn in all excess  
furniture equipment and  
administrative supplies  
to the  
office of logistics!!**

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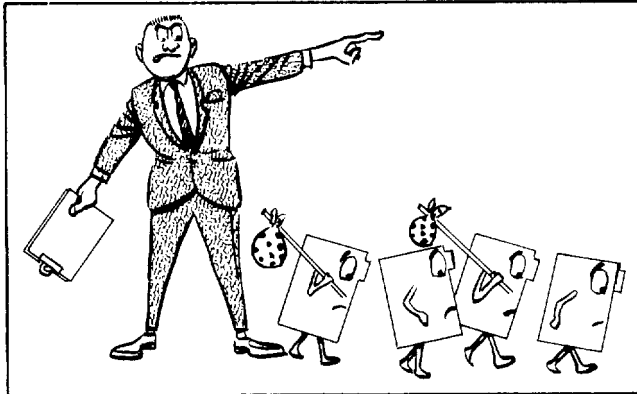
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**1**

**MAKE OPERATION  
CLEANUP FOR '67 A ROUSING  
SUCCESS BY ENCOURAGING OUR  
FELLOW EMPLOYEES TO JOIN US  
IN THIS WORTHWHILE EFFORT  
THROUGH OUR OWN ENTHUSIASM  
AND EXAMPLE!!**

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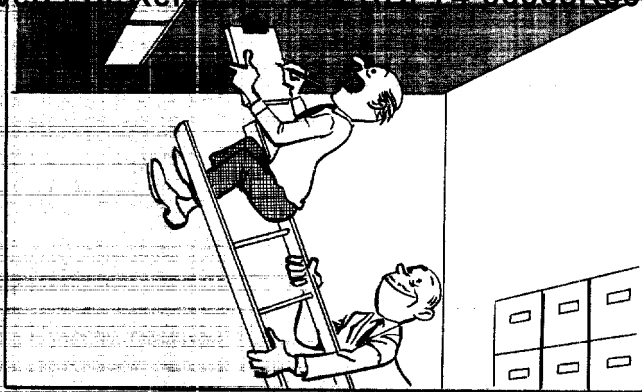


## **2** REVIEW ALL EXISTING RECORDS CONTROL SCHEDULES TO DETERMINE:

- ① inactive records eligible for retirement to the records center.
- ② whether the life span of papers non-record in nature has expired and such papers can be destroyed.
- ③ whether all files series are identified and covered in the control schedules, and if not arrange for coverage so they too may be reviewed for disposition.

**PASS THIS INFORMATION TO OPERATIONAL  
PERSONNEL SO THEY MAY CONVERT YOUR**

**DIRECTION TO ACTION H**



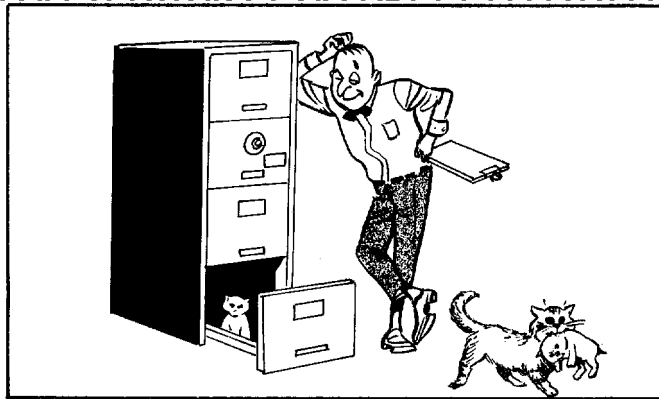
**3**

**INSPECT ALL SECURE  
VAULTED OR OTHER STORAGE  
AREAS TO DETERMINE WHETHER:**

- 1** inactive records are being held in lieu of destruction or removal to the records
- 2** excess or unused file equipment is being stored.
- 3** active records are being held in these areas in safe-files which could be transferred to open shelf files, thus releasing expensive secure storage equipment.



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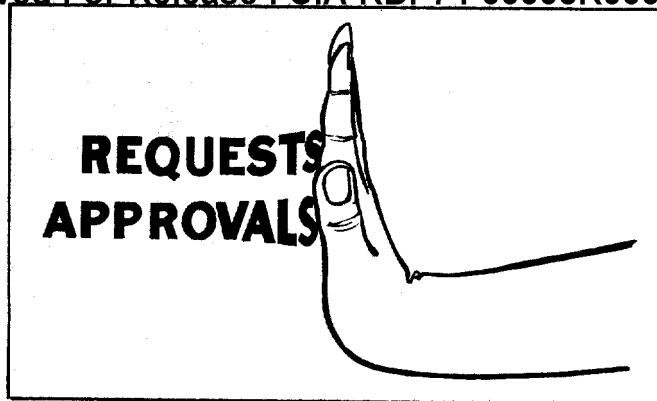
**4**

## **INSPECT:**

- ① active file storage to determine if safe-files are used to hold unclassified papers, forms, books, and other materials, as well as personal items.
- ② unclassified storage equipment such as book cases, supply cabinets, unused desks, etc., for the unnecessary storage of excess forms, catalogs, books, and other non-essential material.
- ③ all offices and identify unnecessary office furniture, typewriters, reproduction equipment and surplus administrative supplies. ensure maximum office effectiveness with a minimum of supplies and equipment.

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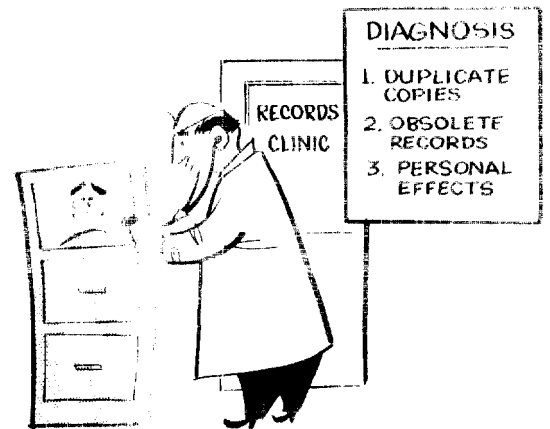
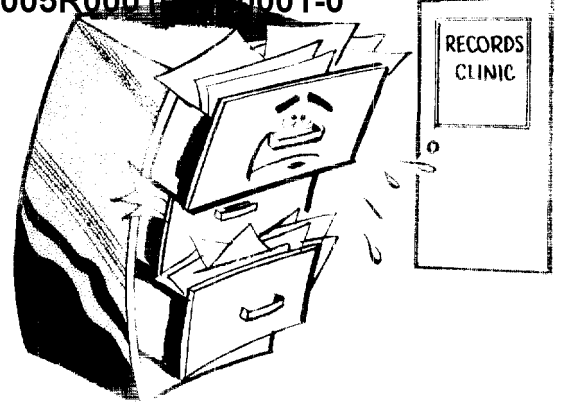


**5** HOLD IN ABEYANCE ANY  
REQUESTS OR APPROVALS  
OF RECORDS KEEPING EQUIPMENT  
DURING THIS PERIOD OF  
HOUSECLEANING, UNLESS SUCH  
EQUIPMENT IS ABSOLUTELY  
NECESSARY!!

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**are  
your files  
ailing?**

*Your*  
**records  
officer  
is a  
files  
Doctor**



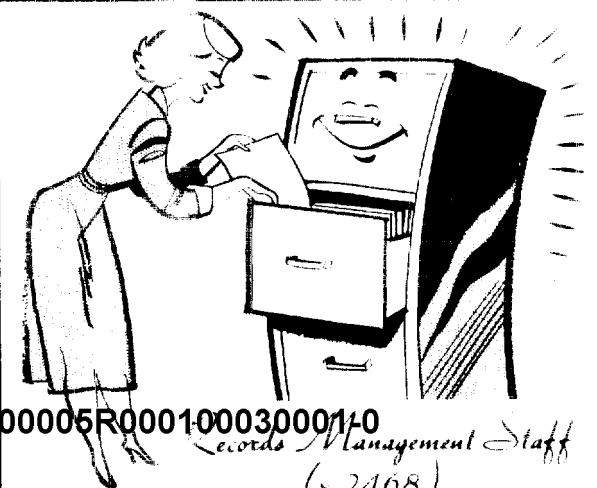
**R<sub>x</sub>**

**REDUCE:**

Discard \_\_\_\_\_  
Transfer \_\_\_\_\_

**EXERCISE:**

Good  
Record Keeping  
Practices \_\_\_\_\_



*Records Management Staff  
(x 2468)*

# OPERATION CLEANOUT



**DESTROY  
OR  
TRANSFER  
THEM**

